



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

September 25, 2008

Mr. Peter Jorgensen, President
Conejo Industries Inc.
996 Lawrence Drive Unit 311
Newbury Park, CA 91320

Dear Mr. Jorgensen:

RE: FINAL MONITORING VISIT REPORT for Conejo Industries Inc. (Conejo) – ET07-0414

Date of the Visit:	09/25/08
Beginning/Ending Time:	10:00 a.m. – 12:00 p.m.
Date of Last Visit:	09/26/07
Visit Location:	Newbury Park
Persons in attendance:	Peter Jorgensen, President, Conejo Industries Inc. Melody Jorgensen, Office Manager, Conejo Industries Inc. Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

Term of Agreement:	06/05/07 – 06/04/08	Agreement Amount:	\$12,480
Training Start Date:	06/11/07	No. to Retain:	8
Date Training must be Completed:	03/10/08	Range of Hours:	30 – 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

SUMMARY OF ACTION

REQUIRED FROM THIS VISIT:

None

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

The Agreement was executed on June 13, 2007 and training began on June 26, 2007. Your project staff reported that all ETP training was completed on July 17, 2007, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – June 4, 2008. There were no revisions during the term of the contract.

You advised the Analyst, four of the eight trainees estimated to be retained, specified on the Payment Details Chart, Exhibit A of the Agreement, have completed all training and the 90-day retention period. Assuming all other Agreement requirements are met, Conejo will earn approximately \$3,120 (25%) of the total ETP Agreement amount. Since you have been paid \$1,560 to date, you will receive an additional \$1,560 in funding if the anticipated number to retain is verified during the final fiscal closeout. The Analyst noted that you have not submitted any invoices for Final Progress Payments. Project staff responded that they required technical assistance on how to access the ETP Forms website to submit invoices for final payment, and they wanted to wait for the Final Visit to insure they had a clear understanding of what would be required in the event of an audit.

You stated that, although you did not complete 100 percent of the training, Conejo was able to provide employees with Continuous Improvement training that taught employees to be more efficient and effective in creating and documenting procedures and processes to help get the company certified in ISO9100 and AS9100, which upon completion, will help the company retain and gain overseas business. You indicated that Conejo did provide additional training to its employees, but did not document the training as required by ETP, and therefore did not include it on the ETP On-Line Tracking System for reimbursement.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that there were no barriers in implementing the training, just in finding the time to provide training. You advised the Analyst that after the start of training, you experienced an increase in business, taking time away from the original training plan. Also, as a small business, although training is necessary and helpful, the company still considers production goals as priority.

Project staff reported that although ETP's websites are user-friendly, and with ETP assistance, it was easy to learn the systems and enter data, you felt that the ETP training and documentation requirements were to cumbersome for a small business to support. Aside from this issue, you believe that ETP is a good program, and that ETP staff provided good support throughout the Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	4	Active, Need To Be Dropped:	0
Dropped Following Enrollment:	0	Completed Training:	4
Completed Minimum Hours for reimbursement:	4	Completed Retention:	4

According to project staff your statistics are in agreement with the information outlined on the ETP Class/Lab Tracking System indicating that 4 trainees have completed the minimum number of hours required to complete the training outlined in the Agreement.

ATTENDANCE ROSTERS:

The Analyst reviewed attendance records for all 4 trainees for the period between June 26, 2007 and July 17, 2007. The review of the Class/Lab Rosters revealed that they were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan.

AUDIT:

Conejo will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood Regional Office

cc: Master File
Project File

Date report mailed to Contractor 10/1/08